BROOKMANS PARK SCHOOL

Administration Assistant – Job Description

Pay Grade: H2

Contract: Permanent

Hours: 37 hours, 5 days per week, 8:30am – 4:30pm term time plus inset days

**Purpose of the Role**

To contribute to the smooth running of the reception and administrative functions of the school.

**Duties and responsibilities**

To undertake reception duties to include promptly, calmly and efficiently dealing with telephone enquiries and visitors to the school, ensuring compliance with all safeguarding policies

Ensure completion of attendance registers/ensure attendance is completed in Arbor for all classes. Contact children’s parents/carers for absent children

Monitor pupil attendance and punctuality and run reports

Provide administrative support to the School Business Manager in respect of school trips/workshops/activity clubs

Support Office Manager as required, chasing payments for school trips/workshops/school dinners

Maintain site security by controlling access via gate phone

To assist with Health & Safety checks including evacuation suitcase and first aid boxes

To order stationery and office supplies

To receive deliveries, check and arrange orderly and secure storage of supplies

Assist with arrangements for visits, for example by school nurse, photographer

Open sort and distribute incoming mail and post outgoing mail

To read and respond to the admin email account, forwarding emails to relevant staff

To maintain confidentiality at all times

To ensure Data Protection at all times (GDPR)

**Knowledge, Skills and Abilities**

Employ initiative, resourcefulness and discretion at all times when dealing with all school personnel, visitors and outside agencies

A professional and welcoming manner and positive attitude to their work

Excellent communication skills and an ability to liaise

Flexibility, alongside high levels of organisation and attention to detail

A calm and cheerful disposition with a methodical approach to their work, and the ability to work to deadlines whilst maintaining high standards

Good numeracy/literacy skills and competency in the use of IT such as Word, Excel. Training will be given on other school systems